

Extended Day Handbook



EZRA H. BAKER EXTENDED DAY PROGRAM

810 ROUTE 28
WEST DENNIS, MA 02670-0085
508-398-7606

Extended Day Program Academic School Year 2018-2019

Dear Parents:

Welcome to the Extended Day Program. Attached you will find our handbook, a registration form, a medical form and a consent and release form. Please read the handbook thoroughly, complete the forms contained in this packet, and return them to the Extended Day Program office. Your signature on this form signifies that you have received and read the handbook.

We are planning many exciting activities for the children and the entire staff is looking forward to having your child in the program. Please note that enrollments will be taken on a first come, first served basis. If you have any questions or concerns, please call me at 508-398-7606.

Sincerely,

Eileen Kalivas/ Daycare Coordinator

Child's Name: _____

Parent's Name: _____

PLEASE PRINT

Parent's Signature: _____

Date: _____

**PHILOSOPHY:**

The Ezra H. Baker Extended Day Program will endeavor to establish a creative environment where children can explore their interests and discover new ones in a cooperative atmosphere. We want to provide a happy, safe, and secure area for children. We will strive to make this extended time an enriching and rewarding experience. The staff will treat the children with respect to their individual needs and many activities will be child directed. The staff will encourage opportunities for learning through play.

DISCIPLINE:

Our discipline policy is to encourage positive behavior through careful adult supervision. The program's rules will be explained to the children and they will be expected to adhere to them.

Children will not:

1. Cause willful destruction of or vandalism to school property.
2. Cause physical abuse or threaten bodily harm to a student, staff member or school employee.
3. Steal school or personal property.
4. Use abusive, profane or obscene language towards a student, staff member or school employee.
5. Possess tobacco, alcohol or illegal drugs on school property.
6. Possess items which could be potentially dangerous or destructive.
7. Repeat disruptive behavior which deprives other children of a normal classroom learning environment.

SUSPENSION:

If negative/disruptive behavior persists and the staff determines that the child, other children or staff are at risk, or the child continues to require one-to-one supervision, or the child needs to be separated from the group for a lengthy portion of the day, suspension may be warranted.

Should this occur, the staff will immediately confer with the parent to discuss the situation and the reasons for suspension.

It should be noted that suspension of a child will **only** be used in extreme circumstances. The length of suspension will be determined based on individual situations.

If a student is suspended two times, a parent conference will be held to discuss the child's behavior and possible responses. If a third suspension occurs the child will be **dismissed** from the program.

MEDICATION:

In compliance with Chapter 76, Section 54B of the general laws,
**NO STAFF MEMBER WILL BE ALLOWED TO DISPENSE
ANY TYPE OF MEDICATION TO ANY STUDENT.**

ABUSE/NEGLECT: The staff of the Extended Day Program is mandated by law to report any suspected cases of child abuse or neglect to the Department of Social Services. Any incidents leading to a suspicion of abuse or neglect will be documented in writing.

LOCATION AND HOURS:

Arrival time is 7:15 a.m. We are unable to accommodate any arrivals prior to this time. **CHILDREN MAY NOT BE LEFT OUTSIDE THE SCHOOL.** Parents are expected to accompany their child into the building, let the staff know of their arrival, and sign their child in. Please use this time to update staff with any important information that may assist them with your child for the day (i.e. eating or sleeping irregularities, etc.).

Children are to be picked up no later than 5:30 p.m. If there is an emergency situation, parents should notify the program as soon as possible. When picking up your child, you must come into the building to sign out your child.

YOU MUST SEND IN A NOTE IF SOMEONE ELSE IS PICKING UP YOUR CHILD.

If you intend to pick up your child earlier than usual, please let the staff know in advance so that your child is ready.

If your child's schedule changes, it is extremely important to notify the staff in writing.

LATE FEE:

The program closes at 5:30 p.m. Children remaining past 5:30 p.m. require staff to work beyond their usual hours; therefore we must charge a late fee. The parent will pay a late fee of \$10.00 for the first one to ten minutes, and \$10.00 for each additional ten minutes or portion thereof. **The fee is to be paid to the program upon picking up your child or your child will not be allowed to return the next day.** Repeated late pickups may result in termination of the child care services.

EMERGENCY PROCEDURE:

In case of emergency, all efforts will be made to contact a parent/guardian. If we cannot contact a parent/guardian, we will contact the person(s) named as the emergency contact on the registration form. Your signature gives permission for your child to be treated if you or the other person named cannot be reached, or if it is necessary for your child to be given immediate medical care before you arrive. Please be sure to notify all emergency people named of their responsibilities. It is very important to notify the staff of any changes of emergency contacts.

MEALS/SNACKS:

Students may have free breakfast daily in the cafeteria. Please check with the office for the price for lunch. Families may apply for free or reduced lunch. Applications for free or reduced lunch will be sent home with students at the beginning of school, or you may stop by the office to pick up a form.

Please include a snack for your child if they are staying for after school daycare.

**TUITION AND
PAYMENTS:**

Payment **MUST** be accompanied each week by a Weekly Attendance Form. Each additional child in a family is @ 50% of the daily rate.
Credits will be given for a student's illness or any other absence.
Please call our bookkeeper, Mrs. McKenzie, at (508) 398-7690 with any questions or concerns.

The Extended Day Program does accept vouchers from Childcare Network for tuition payment. Vouchers must be in place before the student attends the program.

Payments can be made by check or money order. Checks or money orders are to be made payable to the Dennis/Yarmouth Regional School District (DYRSD). Thank you.

SPECIAL NOTES:

Please keep the following in mind:

- Acceptance in to the program is granted on a first come first served basis.
- The program does not operate when the school is closed due to inclement weather.

***EXTENDED CARE PROGRAM
FEE SCHEDULE***

**BEFORE SCHOOL SESSION
(7:15 A.M. TO 9:10 A.M.)
\$6.00 PER DAY**

**AFTER SCHOOL SESSION
(3:25 P.M. TO 5:30 PM)
\$9.00 PER DAY**

**BEFORE AND AFTER SCHOOL
\$15.00 PER DAY**
